



**CITY COUNSELOR/
DIRECTOR OF PERSONNEL**

JOINT REGULATION NO. 6

CITY OF ST. LOUIS SAFETY PROGRAM

Effective: August 16, 2019

I. PURPOSE

The purpose of this joint regulation is to establish an occupational safety program in the City Service and to provide the administrative framework for its management. Such a program is essential to reducing the occurrence of accidents and conditions that result in injury to employees, injury to third parties and damage to property. The City's safety program will be coordinated by a Citywide Safety Program Coordinator ("CSP Coordinator") provided by CCMSI, the City's third party administrator of its workers' compensation program.

II. RESPONSIBILITIES OF OPERATING DEPARTMENTS

A. Appointing authorities shall be responsible for the following:

1. the adoption and enforcement of safety rules for their department or division and training on the safe operation of equipment utilized by their department or division. The appointing authority will ensure that the CSP Coordinator is provided with a copy of these safety rules. All employees shall receive instruction and training on these safety rules upon hire and periodically. The training may be conducted by the safety committee, an employee's supervisor or other person(s) designated by the appointing authority.
2. the establishment of a department or division safety committee consisting of the appointing authority, members of management, supervisors and non-supervisory employees. The responsibilities of the safety committees are set forth in Section II.B. below.
3. ensuring the thorough investigation of all accidents involving an employee within his/her department or division. The employee's direct supervisor shall conduct the investigation in accordance with Section II.C.1. below.
4. in those departments/divisions listed in Section II.C.2. below, ensuring that regular safety meetings are conducted by supervisors for all employees in their work units in accordance with said section.
5. attending or designating a representative to attend monthly Citywide safety meetings described in Section III below.

6. completing an annual safety audit of the department or division and meeting audit related goals established by the CSP Coordinator.
7. taking timely action to address safety related issues as recommended by the CSP Coordinator.
8. participating in annual meetings with the CSP Coordinator and other representatives of CCMSI and the Law Department to review data regarding workers' compensation claims and costs from the prior fiscal year as well as past trends, and to discuss measures to address claims and costs.

B. Department and division safety committees shall be responsible for meeting regularly. Safety committees in divisions in the following departments shall meet monthly: Department of Streets; Department of Public Safety; Department of Parks, Recreation and Forestry; Department of Public Utilities; and the Airport. Safety committees in other departments and divisions may meet less regularly, but not less than semi-annually. The CSP Coordinator will attend these meetings periodically and when requested. The department and division safety committees shall also be responsible for the following:

1. reviewing all accidents occurring in the department/division; determining the cause(s) of each accident; and, implementing measures, or recommending measures to the appointing authority to prevent similar future accidents.
2. reviewing accident trends occurring in the department/division and developing strategies to address such trends, where necessary.
3. disseminating training materials and safety instructions to supervisors for further dissemination to employees in the supervisors' work units.
4. investigating reported safety or health hazards within the department/division and implementing measures, or recommending measures to the appointing authority, to remediate any such hazards.

C. Supervisors shall be responsible for the following:

1. conducting thorough investigations of all accidents involving an employee under their supervision. The CSP Coordinator will assist with investigations upon request.
 - a. the investigation should include the collection of statements of all witnesses, photographs of damage to vehicles or other property and the scene, and diagrams or drawings if they would be helpful to understanding how the accident occurred.
 - b. an accident or incident report must be completed by the employee's supervisor and submitted to the Law Department Claims Unit and the CSP Coordinator within twenty-four (24) hours of the accident/incident. In the

event of an on-the-job injury, a Report of Injury form must be completed by the injured employee's department, and an Injury Investigation Report must be completed by the employee's supervisor and submitted to CCMSI and the CSP Coordinator within twenty-four (24) hours of an employee's injury.

c. any incomplete reports will be returned for completion. A copy of these reports should be retained for discussion by the department or division safety committee.

2. Supervisors in the following departments shall conduct regular employee safety meetings for all employees in the supervisor's work unit: Department of Streets; Department of Public Safety; Department of Parks, Recreation and Forestry; Department of Public Utilities; and the Airport. Safety meetings should occur on a weekly basis, last three (3) to five (5) minutes and typically involve the review of one (1) or two (2) safety topics. The topics may be those identified by the safety committee or the supervisor.

D. Employees shall be responsible for the following:

1. learning and complying with all City and departmental safety rules and regulations pertaining to the employee's job.
2. in the event of a vehicle accident, following the attached instructions.
3. immediately reporting any unsafe conditions or accidents even in cases where there is no injury or property damaged.
4. cooperating in the investigation of any accident or injury.

III. THE CITYWIDE SAFETY COMMITTEE

The Citywide Safety Committee will meet monthly to discuss safety issues or concerns raised by the CSP Coordinator or individual departments or divisions. It will be chaired by the CSP Coordinator.

Julian L. Bush
City Counselor

Richard R. Frank
Director of Personnel

Attachment